

Arizona State Retirement Reporting Using Infinite Visions Enterprise Edition



Table of Contents

TABLE OF CONTENTS	2
PROCESSING ARIZONA STATE RETIREMENT IN IVEE	3
CREATING AND BALANCING ASRS	5
Troubleshooting Payroll Balancing	7
CREATING FILE FOR ASRS.....	7
ASRS WEBSITE REPORTING	8
Pay Period Summary Screen	9
Upload Contribution Detail File.....	12
Sample Adjustment Spreadsheet.....	14
ACH Deposit	15
PROCESSING CHECKLIST:	18

Processing Arizona State Retirement in IVEE

Once the date arrives to start processing your district's own retirement there are some new processes that you will need to become accustomed to. But first you will need to make some changes in IVEE.

- 1) Go to *Payroll > Configuration > Payroll Default Settings* and input new Retirement Account Number (aka Reporting Unit) in the appropriate area. Do not make this change until instructed by the County. Your Reporting Unit is a 4-digit numeric code, but you will only input the last 3 digits (e.g. "0118" becomes "118").

The screenshot shows the 'Payroll Default Settings' dialog box. The 'Defaults' tab is selected. The 'Retirement Account Number' field is currently set to '118'. A red arrow points from a callout box on the right, which contains the text 'Input new account number', to the 'Retirement Account Number' field. The callout box has a red dashed border. The dialog box also contains other fields such as 'Default Pay Cycle', 'Pay Period', 'Salaries Payable Offset', 'Salary Expense Code Filter', 'User Defined ID Label', 'Social Security Number Mask', 'EOC Type', and 'Attendance After Section'. There are also several checkboxes for various settings and buttons for 'OK', 'Cancel', and 'Help'.

- 2) Buyback deductions were previously defined with special names and payees (ARBB1 DIRECT DEPOSIT DEDUCTION). You can now change the deduction name and you can have the same Payee for ALL retirement related deductions. This is optional, but might make it easier for you.

Edit Deduction

Actions

Deduction Information

Name: ASRS BUYBACK 1 Category: Voluntary Report Code:
 Payee: AZ State Retirement Group ID:
 Type: Retirement - Arizona ASRS PDA ☒ Include on Check ☐ Mandatory ☐ Take deduction a single time on lump sum payroll

Accounting Information

Employee Liability Account Offset: EE RETIREMENT BUYBACK LIABILITY
 Employer Liability Account Offset: NON EMPLOYER LIABILITY
 Employer Expense Account Offset: NON EMPLOYER EXPENSE

W2 Information

Box Number: None Box Code: State Postal Code:
 State ID: State ID Format:
 W2 Description: ARBB 1 BOC 1 D

Deduction Lines

Description	Amount	Percent	Maximum	ER Amount	ER Percent	ER Max.

Maximum Basis: ☒ Fiscal ☐ Calendar ☐ Lifetime Bank for Deposit:
 Mode: Edit - Record 1 of 1 ☐ Close this dialog after update?
 OK Cancel Help

Change deduction names and payees

Remember to also go to *Actions > Setup* and verify the Department Number (aka ASRS Employer Number) and plan code. These are not required on buybacks but are needed on other retirement deductions.

AZ Retirement Minimum Setup

Deduction: ASRS LTD-Certified
 Department Number: 300900
 Plan Code: P
 OK Cancel Help

Creating and Balancing ASRS

Retirement balancing and reporting can only be done after a pay period has been run (you can do it before posting back into the IVEE General Ledger). Reporting is TIME SENSITIVE and must be submitted with the ASRS checks **within 14 days of the Pay Period End Date**. To begin, open up the retirement reporting by going to:

Payroll > Reports > AZ - ASRS Retirement Reporting

- 1) Start by going to *Actions > Create Retirement Records*. From the grid that appears, select the pay period that you just ran and enter a report name. Since all of the information for ASRS is based on the Pay Period End Date, it is recommended to include the PPE in the name of the report. The example below includes the Pay Period number and the Pay Period End date. Click OK when you're ready.

Selected	Pay Cycle	Pay Period	Start Date	End Date	Pay Date
<input checked="" type="checkbox"/>	Biweekly	1.00	07/01/2005	07/01/2005	07/07/2005
<input type="checkbox"/>	Biweekly	2.00	07/02/2005	07/10/2005	07/21/2005
<input type="checkbox"/>	Biweekly	2.50	07/02/2005	07/09/2005	07/21/2005
<input type="checkbox"/>	Biweekly	3.00	07/11/2005	07/24/2005	08/04/2005
<input type="checkbox"/>	Biweekly	3.50	07/25/2005	08/07/2005	08/18/2005
<input type="checkbox"/>	Biweekly	4.00	07/25/2005	08/07/2005	08/18/2005
<input type="checkbox"/>	Biweekly	4.10	07/25/2005	08/07/2005	08/18/2005
<input type="checkbox"/>	Biweekly	5.00	08/08/2005	08/21/2005	09/01/2005
<input type="checkbox"/>	Biweekly	5.50	08/08/2005	08/21/2005	09/01/2005
<input type="checkbox"/>	Biweekly	6.00	08/22/2005	09/04/2005	09/15/2005
<input type="checkbox"/>	Biweekly	6.50	08/22/2005	09/04/2005	09/15/2005
<input type="checkbox"/>	Biweekly	7.00	09/05/2005	09/18/2005	09/29/2005
<input type="checkbox"/>	Biweekly	8.00	09/19/2005	10/02/2005	10/13/2005
<input type="checkbox"/>	Biweekly	9.00	10/03/2005	10/16/2005	10/27/2005
<input type="checkbox"/>	Biweekly	9.50	10/17/2005	10/30/2005	11/10/2005

Report Information
Report Name: PP 1 | PPE 2005-07-07

OK Cancel Help

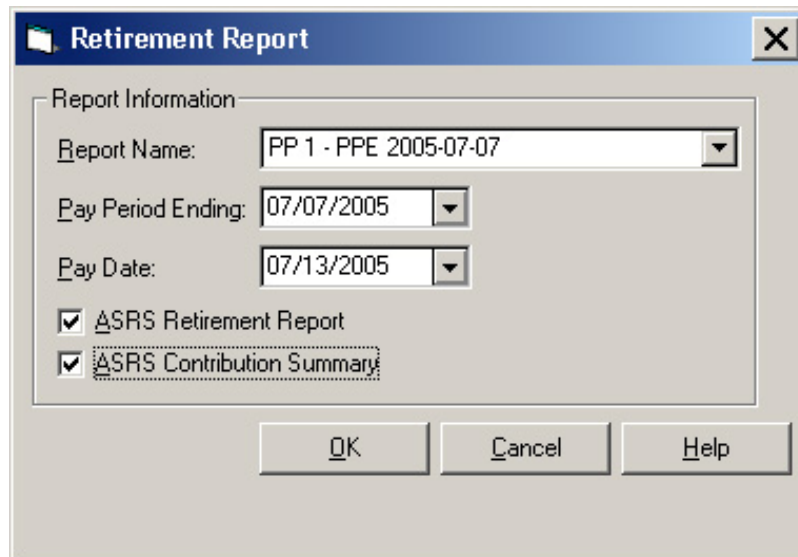
A confirmation box will appear after the report has been created.

Retirement Report

Retirement information created for 'PP 1 - PPE 2005-07-07'.

OK

- 2) When the records are created, they will appear in the grid with all the information that will be submitted to ASRS. Next, go to *Actions > Create Reports*. Select the appropriate Report Name to print, input the dates needed, and make sure both check boxes are checked.



Two reports will appear that will need to be printed:

- ASRS Contribution Summary Report (CSR) – This data will be keyed into the ASRS website when you are submitting your retirement file.
 - ASRS Retirement Report – File this with your normal payroll reports
- 3) Now, you must balance your retirement report to make sure the correct amount was withheld from each employee. The easiest way to do this is by using the grid with the records in it and exporting it to Excel. Find your grid (if you closed it already, simply go back into the ASRS Reporting section and use the drop-down box to select the correct report & hit Apply Selection to bring your grid back) and export it to Excel.
 - 4) Once in Excel, start by summing up the totals for "Retirement EE", "Retirement ER", "LTD EE", "LTD ER", "Gross Salary" and "LTD Wage".
 - a. Retirement EE = Retirement ER
 - b. LTD EE = LTD ER
 - c. Gross Salary = LTD Wage
 - d. Retirement EE = Gross Salary * .086 (8.6% or the current rate)
 - e. LTD EE = LTD Wage * .005 (0.5% or the current rate)
 - 5) Other items to verify:
 - a. Agreement number is present for all records that include a PDA (Service Purchase) contribution
 - b. Contribution totals, LTD totals, and PDA totals equal the check amounts
 - c. Adjustments are reported correctly on the Contribution Summary report on the ASRS web site

Troubleshooting Payroll Balancing

My Employee and Employer Contributions don't match!

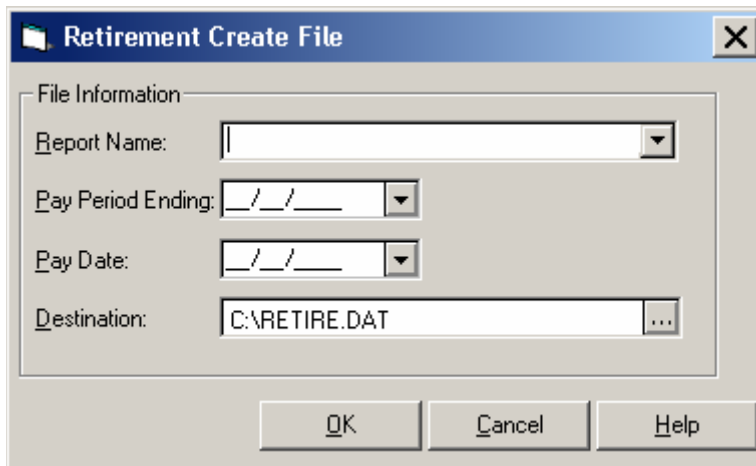
Review the Excel Spreadsheet and find which employees don't match. If you use deduction lines, check to make sure there isn't a typo for the rate in *Payroll > Deductions/Benefits > Deductions/Benefits Maintenance*. Once you've verified that information, go into *Payroll > Employees > Employee Deductions* and view the ASRS deductions. Verify the rates are correct for both portions.

The Retirement withholdings don't match with what I'm calculating off my Gross/LTD Wages!

Aha! The fun begins. Next to your contributions columns insert a couple of blank columns. In one column enter a formula that calculates the real retirement contribution (e.g. " $=[\text{GrossSalary}] * .086$ " where Gross Salary is the cell where the amount is) and copy the formula to all the rows. In the other blank column enter another formula where you subtract the actual withholdings from your calculated amount. Any result other than \$0.00 indicates that the amount withheld from the employee is incorrect.

Creating file for ASRS

Once you have balanced your contributions and wages, you must create the file to be uploaded to the ASRS web site. Go to go to *Actions > Create File for State*. Select the appropriate Report Name, and enter the Pay Period Ending and Pay Dates. Using the ellipses (...), save the RETIRE.DAT file to your hard drive or to your network. You CAN change the name of the file by appending the PPE date after the file name. Example: RETIRE071506.DAT. Be sure to note where you saved the file, because you will need to be able to find it to upload to the ASRS web site.

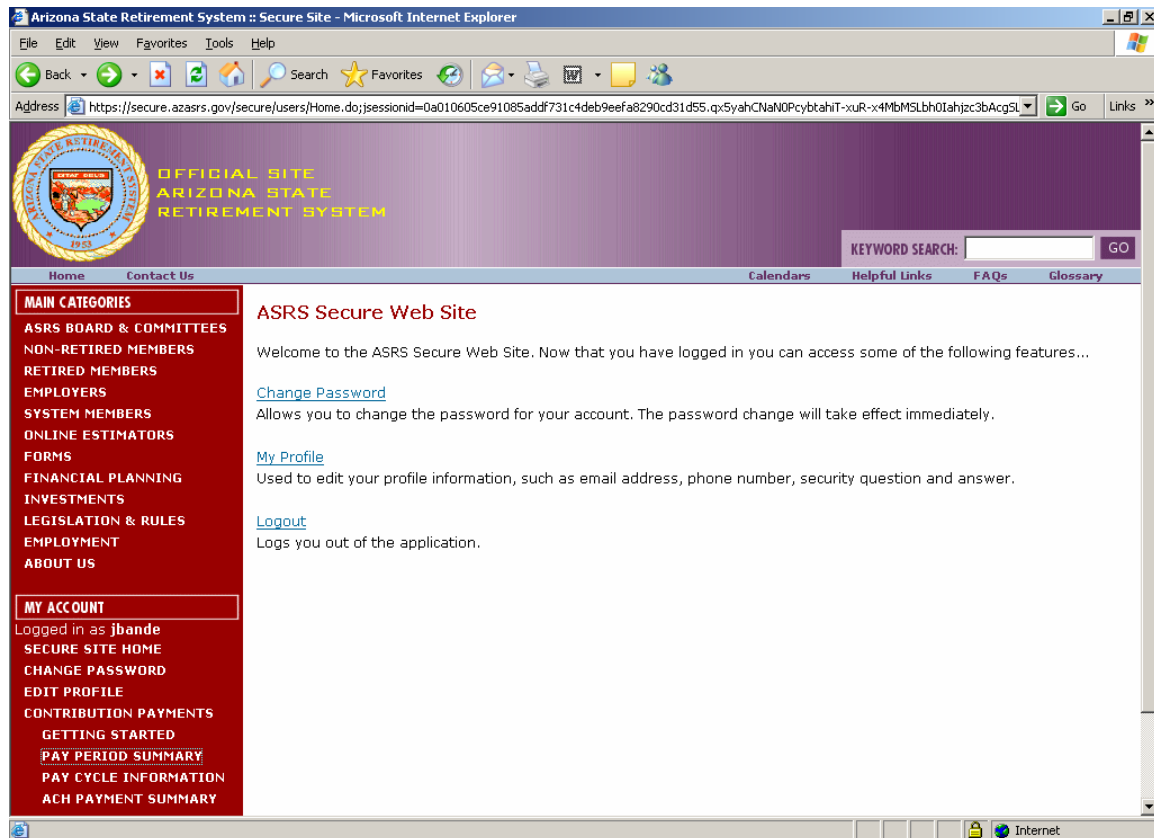


ASRS Website Reporting

Once you have received your login information from ASRS and your retirement is balanced for the pay period, you may submit your district's retirement information online.

<http://www.asrs.state.az.us/web/index.do>

Contact ASRS for login credentials. After you log in, you will see this screen.



Pay Period Summary Screen

Use this screen to add a PPE to the website or to edit an existing CSR.

Arizona State Retirement System :: Pay Period Summary - Microsoft Internet Explorer

Address: <https://secure.azasrs.gov/secure/csr/PayPeriodSummary.do>

OFFICIAL SITE ARIZONA STATE RETIREMENT SYSTEM

Home Contact Us Calendars Helpful Links FAQs Glossary

MAIN CATEGORIES

- ASRS BOARD & COMMITTEES
- NON-RETIRED MEMBERS
- RETIRED MEMBERS
- EMPLOYERS
- SYSTEM MEMBERS
- ONLINE ESTIMATORS
- FORMS
- FINANCIAL PLANNING
- INVESTMENTS
- LEGISLATION & RULES
- EMPLOYMENT
- ABOUT US

MY ACCOUNT

Logged in as jbande

- SECURE SITE HOME
- CHANGE PASSWORD
- EDIT PROFILE
- CONTRIBUTION PAYMENTS
- GETTING STARTED
- PAY PERIOD SUMMARY**
- PAY CYCLE INFORMATION
- ACH PAYMENT SUMMARY

Pay Period Summary

This feature allows authorized users to Create and View CSR, Make ACH payments and Upload details file. Please refer to the text below the table for descriptions of the column contents and abbreviations used.

Available Operations

Fiscal Year: July 2005 - June 2006

Add Pay Period End: (MM-DD-YYYY)

Other Operations: Create CSR, Make Payment & Upload Detail Data

Pay Period Information

PPE Date	CSR	ACH	File	Over/(Short)
05-26-2006	Saved \$1,898,550.03			(\$1,898,550.03)
05-26-2006	Saved \$0.00			\$0.00
05-19-2006	Submitted \$38,513.56		Received	(\$38,513.56)
	Submitted			

The first time in you'll need to create a CSR.

Enter the data from the Contribution Summary Report printed from the Visions Enterprise system. For Maricopa County districts, all data is entered in the 'PLAN' row, not the 'SYSTEM' row. Scroll down on the screen to enter data into the Retirement Contributions, LTD Contributions, and Service Purchase Contributions sections of the online CSR.

Arizona State Retirement System :: ASRS Contributions Summary report - Microsoft Internet Explorer

Address: <https://secure.azsrs.gov/secure/csr/CreateCsr.do>

OFFICIAL SITE ARIZONA STATE RETIREMENT SYSTEM

Home Contact Us Calendars Helpful Links FAQs Glossary

MAIN CATEGORIES

- ASRS BOARD & COMMITTEES
- NON-RETIRED MEMBERS
- RETIRED MEMBERS
- EMPLOYERS
- SYSTEM MEMBERS
- ONLINE ESTIMATORS
- FORMS
- FINANCIAL PLANNING
- INVESTMENTS
- LEGISLATION & RULES
- EMPLOYMENT
- ABOUT US

MY ACCOUNT

Logged in as jbande

- SECURE SITE HOME
- CHANGE PASSWORD
- EDIT PROFILE
- CONTRIBUTION PAYMENTS
- GETTING STARTED
- PAY PERIOD SUMMARY
- PAY CYCLE INFORMATION
- ACH PAYMENT SUMMARY

ASRS Contribution Summary Report

This report summarizes your contributions for the pay period ending date listed.

Reporting Unit Number: 0100

PPE Date: 06-02-2006

Employer Name: Maricopa County School Office

CSR Details

Retirement Contributions				
	Gross Salary	EE contributions FY05P 5.2% FY05S 7.0% FY06P 6.9% FY06S 7.0%	ER contributions FY05P 5.2% FY05S 8.1% FY06P 6.9% FY06S 8.13%	Total contributions
PLAN				0.00
SYSTEM				0.00
SUBTOTAL	\$0.00	\$0.00	\$0.00	\$0.00
Adjustments				0.00
Late Charges				

Click the save/recalculate button at the bottom of this screen. Compare calculated totals to the Contribution Summary Report.

When you have completed and verified the data entry, you must click the "Submit" button at the bottom of the screen. ASRS will not retrieve any CSR information until the data is submitted. NOTE: You cannot change any data once you have submitted the online CSR. If you need to make changes after you have submitted, you must call your ASRS rep.

Return to Pay Period Summary

Arizona State Retirement System :: Pay Period Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://secure.azasrs.gov/secure/csr/PayPeriodSummary.do> Go Links »

MAIN CATEGORIES
ASRS BOARD & COMMITTEES
NON-RETIRED MEMBERS
RETIRED MEMBERS
EMPLOYERS
SYSTEM MEMBERS
ONLINE ESTIMATORS
FORMS
FINANCIAL PLANNING
INVESTMENTS
LEGISLATION & RULES
EMPLOYMENT
ABOUT US

MY ACCOUNT
Logged in as jbande
SECURE SITE HOME
CHANGE PASSWORD
EDIT PROFILE
CONTRIBUTION PAYMENTS
GETTING STARTED
PAY PERIOD SUMMARY
PAY CYCLE INFORMATION
ACH PAYMENT SUMMARY
ACH ACCOUNT PROFILES
LOGOUT

Pay Period Summary

This feature allows authorized users to Create and View CSR, Make ACH payments and Upload details file. Please refer to the text below the table for descriptions of the column contents and abbreviations used.

Available Operations

Fiscal Year:

Add Pay Period End: (MM-DD-YYYY)

Other Operations:

Pay Period Information

PPE Date	CSR	ACH	File	Over/(Short)
06-02-2006	Saved \$0.00			\$0.00
05-26-2006	Saved \$1,898,550.03			(\$1,898,550.03)
05-26-2006	Saved \$0.00			\$0.00
05-19-2006	Submitted \$38,513.56		Received	(\$38,513.56)
05-19-2006	Submitted \$5,054,012.15		Received	(\$5,054,012.15)
05-19-2006	Submitted \$50,668.38			(\$50,668.38)
05-19-2006	Saved \$0.00			\$0.00
05-12-2006	Submitted		Received	(\$1,399,472.89)

Internet

Upload Contribution Detail File

Arizona State Retirement System :: Pay Period Summary - Microsoft Internet Explorer

Address: <https://secure.azasrs.gov/secure/csr/PayPeriodSummary.do>

**OFFICIAL SITE
ARIZONA STATE
RETIREMENT SYSTEM**

KEYWORD SEARCH: GO

Home Contact Us Calendars Helpful Links FAQs Glossary

MAIN CATEGORIES

- ASRS BOARD & COMMITTEES
- NON-RETIRED MEMBERS
- RETIRED MEMBERS
- EMPLOYERS
- SYSTEM MEMBERS
- ONLINE ESTIMATORS
- FORMS
- FINANCIAL PLANNING
- INVESTMENTS
- LEGISLATION & RULES
- EMPLOYMENT
- ABOUT US

MY ACCOUNT

Logged in as jbande

- SECURE SITE HOME
- CHANGE PASSWORD
- EDIT PROFILE
- CONTRIBUTION PAYMENTS
- GETTING STARTED
- PAY PERIOD SUMMARY
- PAY CYCLE INFORMATION
- ACH PAYMENT SUMMARY

Pay Period Summary

This feature allows authorized users to Create and View CSR, Make ACH payments and Upload details file. Please refer to the text below the table for descriptions of the column contents and abbreviations used.

Available Operations

Fiscal Year:

Add Pay Period End: (MM-DD-YYYY)

Other Operations:

Pay Period Information

PPE Date	CSR	ACH	File	Over/(Short)
06-02-2006	Saved \$0.00			\$0.00
05-26-2006	Saved \$1,898,550.03			(\$1,898,550.03)
05-26-2006	Saved \$0.00			\$0.00
	Submitted			

Internet

Upload one file at a time.

The file created from Visions (IVEE) contains all retirement data, so you'll check contribution, LTD and Service Purchase. Browse for the RETIRE.DAT file that you created using the Visions system. **Be sure to upload to the correct PPE!**

Arizona State Retirement System :: File Upload Report - Microsoft Internet Explorer

Address: <https://secure.azasrs.gov/secure/csr/Perform.do>

NON-RETIRED MEMBERS
RETIRED MEMBERS
EMPLOYERS
SYSTEM MEMBERS
ONLINE ESTIMATORS
FORMS
FINANCIAL PLANNING
INVESTMENTS
LEGISLATION & RULES
EMPLOYMENT
ABOUT US

MY ACCOUNT
Logged in as jbande
SECURE SITE HOME
CHANGE PASSWORD
EDIT PROFILE
CONTRIBUTION PAYMENTS
GETTING STARTED
PAY PERIOD SUMMARY
PAY CYCLE INFORMATION
ACH PAYMENT SUMMARY
ACH ACCOUNT PROFILES
LOGOUT

Select an existing CSR and upload the file you want to send us.

CSR Information

PPE Date	PPE - 06-02-2006, CSR Total - \$0.00
Reporting Unit Number	0100
Total Retirement Contributions	\$0.00
Total LTD Contributions	\$0.00
Total Modified DROP Contributions	\$0.00
Total Service Purchase Deductions	\$0.00
CSR Grand Total	\$0.00

File Upload Information

File Name: C:\VDATA\FY0001\RET Browse...

Content:

- ☒ Contribution
- ☒ LTD
- ☐ Modified Drop LTD
- ☒ Service Purchase
- ☐ Adjustment

Comments:

Upload File

Loaded Files

File Name	Content	Status	Upload Date	Comments
-----------	---------	--------	-------------	----------

Be sure the correct PPE is selected

Check the appropriate boxes: Contribution, LTD & Service Purchase

Once you have uploaded the retirement file, you will need to also upload the adjustments file. The adjustments file is simply an excel spreadsheet showing the changes (usually resulting from voided payroll checks). Adjustments are any changes that need to be reported to ASRS to make the total of the data in the file (your CSR report created from Visions) equal to the money that you are depositing.

ASRS always verifies that the total of the file equals the online CSR data, and that with the adjustments noted, that the CSR equals the money deposited.

An example of adjustment data is shown:

Sample Adjustment Spreadsheet

**TOTAL
CREDITS 9/8/06**

SS NUMBER	DEPT. NO.	NAME	GROSS Amount	ADJUSTMENT	PAY PERIOD TO ADJUST
556-61-9999	300250	Susan Smith	(\$426.63)	(\$36.69)	8/8/2006
553-87-9999	300250	John Jones	(\$1,446.40)	(\$124.39)	8/25/2006
276-86-9999	300250	Mark Mitchell	(\$887.56)	(\$76.33)	8/25/2006
			\$0.00		
Total Adjustments EE			(\$2,760.58)	(\$237.41)	
Total Adjustments EE/ER			(\$2,760.58)	(\$474.82)	

EMPLOYER 300000 SERVICE PURCHASE CONTRIBUTIONS					
SS NUMBER	DEPT. NO.	NAME	ASRS contract #	EE (ALL)	PAY PERIOD TO ADJUST
392-58-9999	300250	Sonia Smith	34999	\$199.06	9/8/2006
412-96-9999	300250	Louis Louis	36999	\$81.20	9/8/2006
3-36-9999	300250	David Dog	35999	\$50.20	9/8/2006
565-04-9999	300250	Gwen Goods	71999	\$150.62	9/8/2006
Adjustments EE				\$481.08	

ACH Deposit


Contact ASRS for set up of ACH payments.

Arizona State Retirement System :: Pay Period Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Print Mail

Address <https://secure.azasrs.gov/secure/csr/PayPeriodSummary.do> Go Links »

 OFFICIAL SITE
ARIZONA STATE
RETIREMENT SYSTEM

KEYWORD SEARCH: GO

Home Contact Us Calendars Helpful Links FAQs Glossary

MAIN CATEGORIES

- ASRS BOARD & COMMITTEES
- NON-RETIRED MEMBERS
- RETIRED MEMBERS
- EMPLOYERS
- SYSTEM MEMBERS
- ONLINE ESTIMATORS
- FORMS
- FINANCIAL PLANNING
- INVESTMENTS
- LEGISLATION & RULES
- EMPLOYMENT
- ABOUT US

MY ACCOUNT

Logged in as jbande

- SECURE SITE HOME
- CHANGE PASSWORD
- EDIT PROFILE
- CONTRIBUTION PAYMENTS
- GETTING STARTED
- PAY PERIOD SUMMARY
- PAY CYCLE INFORMATION
- ACH PAYMENT SUMMARY

Pay Period Summary

This feature allows authorized users to Create and View CSR, Make ACH payments and Upload details file. Please refer to the text below the table for descriptions of the column contents and abbreviations used.

Available Operations

Fiscal Year:

Add Pay Period End: (MM-DD-YYYY)

Other Operations:

Pay Period Information

PPE Date	CSR	ACH	File	Over/(Short)
06-02-2006	Saved \$0.00			\$0.00
05-26-2006	Saved \$1,898,550.03			(\$1,898,550.03)
05-26-2006	Saved \$0.00			\$0.00
	Submitted			

Done Internet


ACH Payment Summary

Arizona State Retirement System :: ACH Payment Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Search Favorites RSS Print Mail

Address <https://secure.azasrs.gov/secure/csr/AchPaymentSummary.do> Go Links >>

 OFFICIAL SITE
ARIZONA STATE
RETIREMENT SYSTEM

Home Contact Us Calendars Helpful Links FAQs Glossary

MAIN CATEGORIES

- ASRS BOARD & COMMITTEES
- NON-RETIRED MEMBERS
- RETIRED MEMBERS
- EMPLOYERS
- SYSTEM MEMBERS
- ONLINE ESTIMATORS
- FORMS
- FINANCIAL PLANNING
- INVESTMENTS
- LEGISLATION & RULES
- EMPLOYMENT
- ABOUT US

MY ACCOUNT

Logged in as jbande

- SECURE SITE HOME
- CHANGE PASSWORD
- EDIT PROFILE
- CONTRIBUTION PAYMENTS
- GETTING STARTED
- PAY PERIOD SUMMARY
- PAY CYCLE INFORMATION
- ACH PAYMENT SUMMARY

ACH Payment Summary

The ACH Payment Summary page is used to view the details of several ACH payments made by the Employer.

Fiscal Year: July 2005 - June 2006

[ACH Payment Summary](#)

PPE Date	Submitted Date	Requested Deposit Date	Account Description	Amount	Confirmation Number
----------	----------------	------------------------	---------------------	--------	---------------------


ACH Account Profile Set up

Arizona State Retirement System :: ACH Account Profiles - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Mail Print TV

Address <https://secure.azasrs.gov/secure/csr/AchAccountProfiles.do> Go Links »

 OFFICIAL SITE
ARIZONA STATE
RETIREMENT SYSTEM

Home Contact Us Calendars Helpful Links FAQs Glossary

MAIN CATEGORIES

- ASRS BOARD & COMMITTEES
- NON-RETIRED MEMBERS
- RETIRED MEMBERS
- EMPLOYERS
- SYSTEM MEMBERS
- ONLINE ESTIMATORS
- FORMS
- FINANCIAL PLANNING
- INVESTMENTS
- LEGISLATION & RULES
- EMPLOYMENT
- ABOUT US

MY ACCOUNT

Logged in as jbande

- SECURE SITE HOME
- CHANGE PASSWORD
- EDIT PROFILE
- CONTRIBUTION PAYMENTS
- GETTING STARTED
- PAY PERIOD SUMMARY
- PAY CYCLE INFORMATION
- ACH PAYMENT SUMMARY

ACH Account Profiles

This feature allows employers to maintain their bank account information.

Bank Account	Status	Action
--------------	--------	--------

Note:

- Default Account is the Account that is currently used for ACH transfers.
- If you deactivate a bank account, it will be no longer be used for ACH transactions.
- Default account can not be deactivated.
You have to set another account as default if you want to deactivate a default account.

Add Bank Account

Arizona State Retirement System :: Add new account - Microsoft Internet Explorer

Address: https://secure.azasrs.gov/secure/csr/AchAddAccountEntry.do

OFFICIAL SITE
ARIZONA STATE
RETIREMENT SYSTEM

KEYWORD SEARCH: GO

Home Contact Us Calendars Helpful Links FAQs Glossary

MAIN CATEGORIES

- ASRS BOARD & COMMITTEES
- NON-RETIRED MEMBERS
- RETIRED MEMBERS
- EMPLOYERS
- SYSTEM MEMBERS
- ONLINE ESTIMATORS
- FORMS
- FINANCIAL PLANNING
- INVESTMENTS
- LEGISLATION & RULES
- EMPLOYMENT
- ABOUT US

MY ACCOUNT

Logged in as jbande

- SECURE SITE HOME
- CHANGE PASSWORD
- EDIT PROFILE
- CONTRIBUTION PAYMENTS
- GETTING STARTED
- PAY PERIOD SUMMARY
- PAY CYCLE INFORMATION
- ACH PAYMENT SUMMARY

Add Bank Account

Description
(Any description to Identify the account such as 'Primary Account', 'Secondary Account')

Owner Type ☐ Personal ☒ Corporate

Bank Name

Account Type ☐ Checking

Routing Number
(Is usually located between the symbols ⑈ on your check.)

Account Number
(Typically comes before the ⑈ symbol. Its exact location and number of digits varies from bank to bank.)

Retype Account Number

U.S. Check Sample

⑈ 211554485 ⑈ 0012 1456874801 ⑈

Routing Number Check # Account Number

⑈ 211554485 ⑈ 0012 1456874801 ⑈

Processing Checklist:

Your Retirement processing is complete when:

- You have balanced your contributions in IVEE
- You have completed and submitted your online CSR
- You have uploaded your Contribution file, and your adjustment file
- You have made the deposit with ASRS